



# John Lettelleir, AICP-Director

B.S. in Urban Regional Studies, Indiana State

M.S. in City and Regional Planning, UTA

Director of Development Services, Frisco-1998

City of Plano, Planner and Senior Planner-1988-98

City of Grand Prairie, Planner-1986-1988

American Institute of Certified Planners, American Planning

Association, Greater Dallas Planning Council Board Member, Urban

Land Institute, Congress of New Urbanism

Married to Diane since 1982, one child, Jason.

**Favorite Book**-No favorite, enjoys reading about people that have become champions over adversity; people making hard choices that were unpopular with the masses, but turned out to be the right decision.

**Why do you do what you do?** The journey has changed since first entering the field of planning. In the beginning, he practiced the traditional planning agenda of zoning separating the uses for the public's good. Since then, John has been exposed to different development patterns, conducted research and discovered that zoning has created unintended consequences that have impacted the public's health, pocketbooks, environment and the overall sustainability of our cities. Cites that successful cities excel in 3 areas: Great School Districts, Services, Aesthetics-His goal is that Frisco hits all 3 points to be a sustainable city in the future when future generations choose Frisco as their place for residence and business.

**If you had another job.....(what do you want to do when you grow up?)** Consultant-to have the ability to share his knowledge and experience.



# DEVELOPMENT SERVICES

6101 Frisco Square Blvd., 3rd Floor

Frisco, Texas 75034

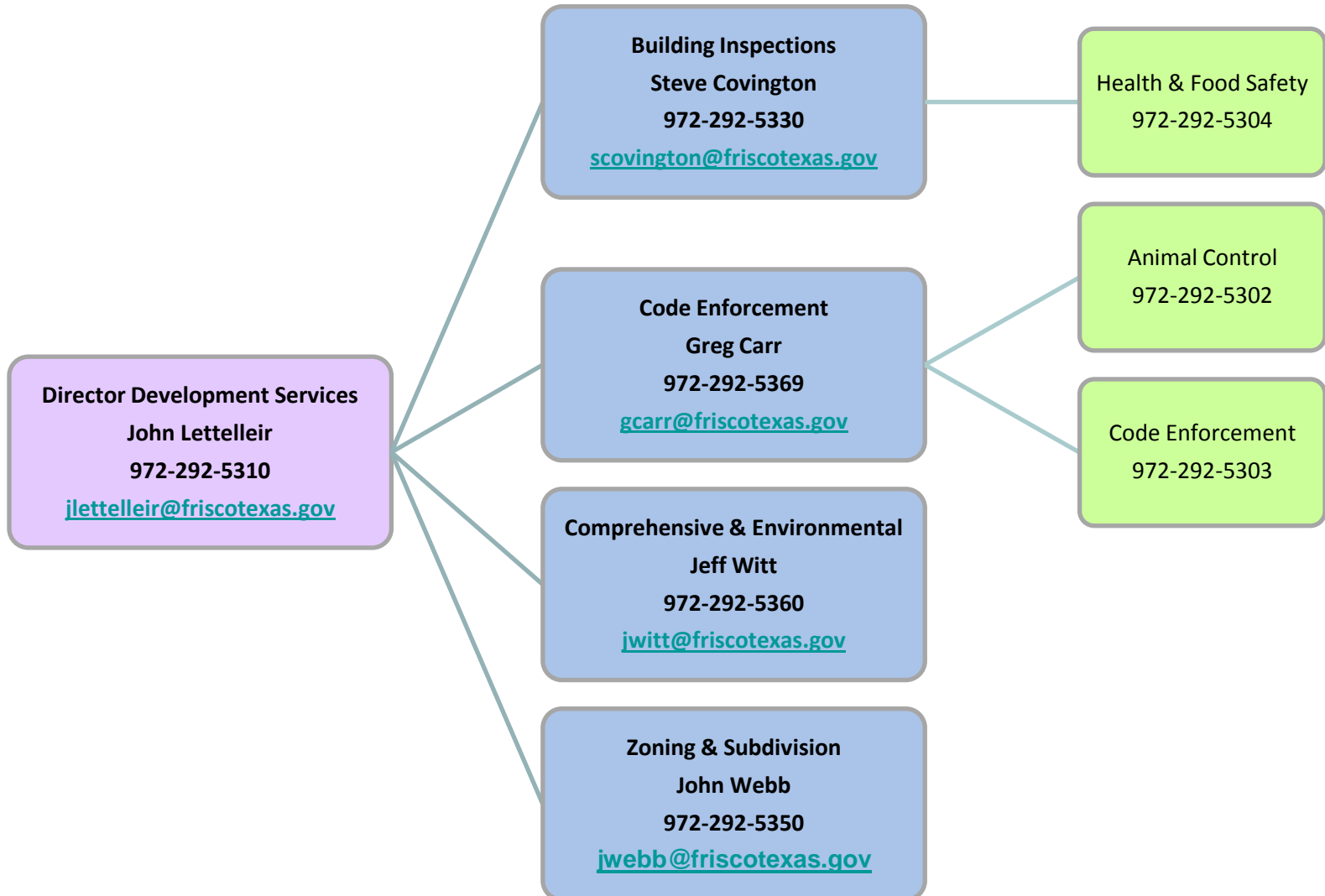
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[www.friscotexas.gov](http://www.friscotexas.gov)

# Development Services

## ORGANIZATIONAL CHART





# Development Services

## Department Divisions

- Comprehensive & Environmental
- Zoning & Subdivision
- Building Inspections
- Code Enforcement & Animal Control



# Development Services

## Comprehensive & Environmental Division



# Comprehensive & Environmental

Division organization:

- 2 Planners (1 position frozen)
- 1 Division Administrator



# **Comprehensive & Environmental**

Responsible for Comprehensive Plan,  
Environmental and Special Projects.



# Comprehensive & Environmental

## Comprehensive Plan





# Comprehensive & Environmental

What is it?

Made up of 4 basic parts

1. Future Land Use Plan (FLUP)
2. Thoroughfare Plan (T-Plan)
3. Parks and Open Space Plan
4. Policies for Future Development



# Comprehensive & Environmental

Why do we have it?

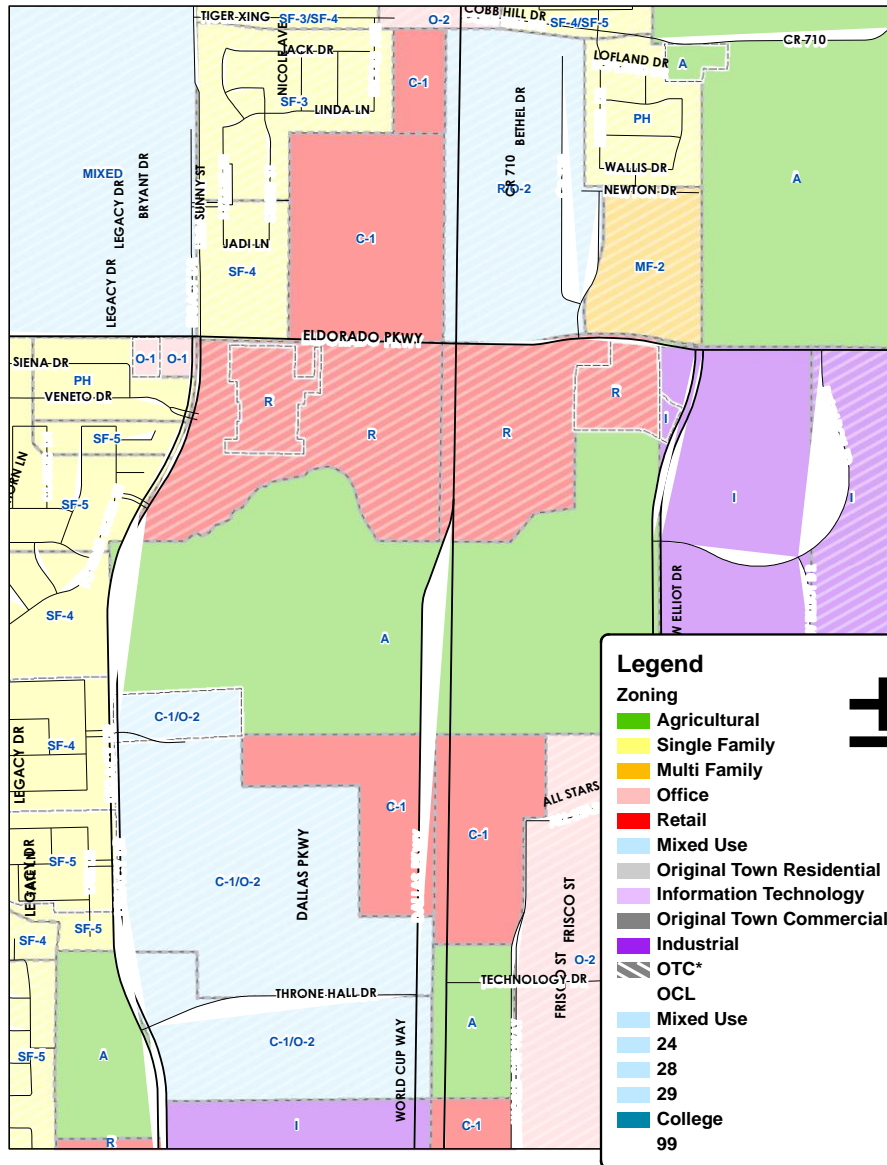
- Required by Charter
- Used to evaluate zoning requests
- Addresses zoning of annexed or rezoning of existing land in the City
- Does not change existing zoning

# Comprehensive & Environmental

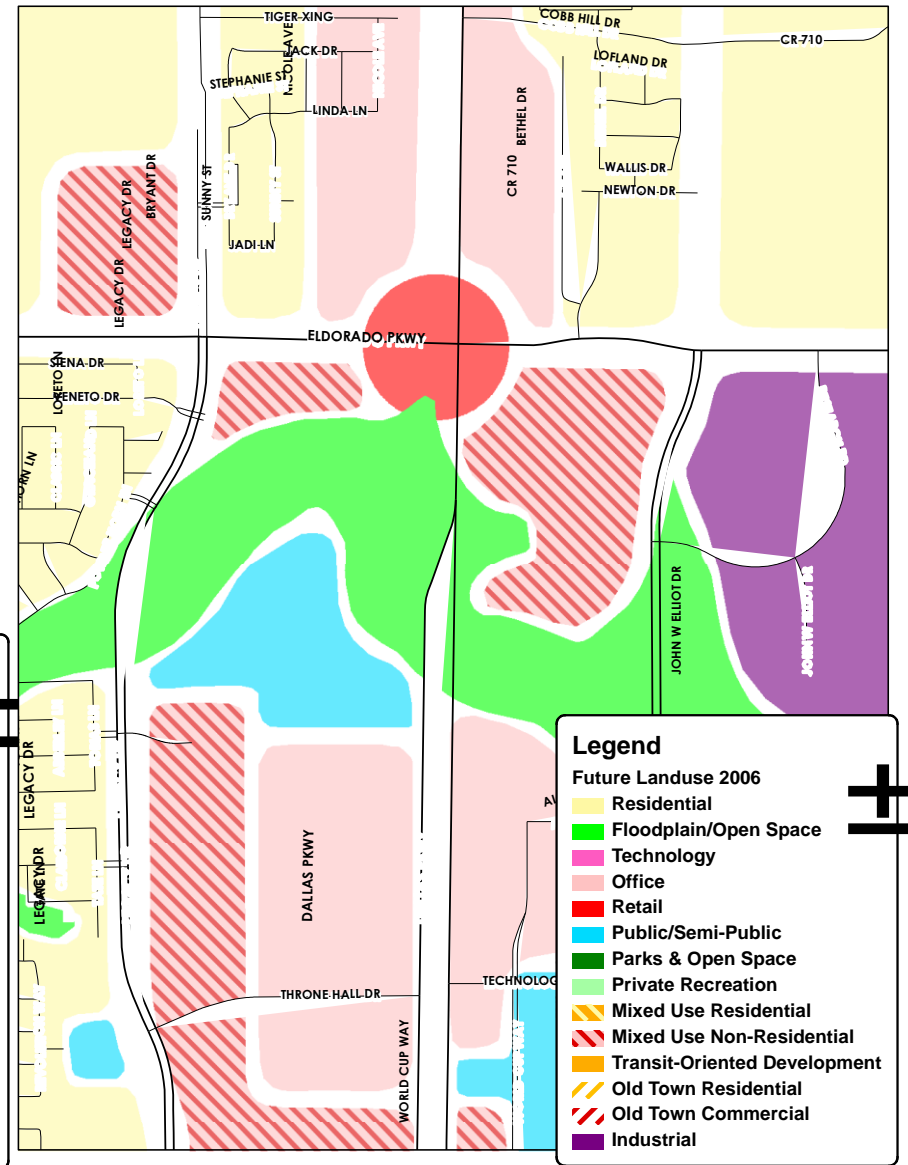
Why do we have it? (*continued*)

- Recommends policies for the long-term sustainability of the City
  - Open space
  - Diversity of housing
  - Travel (roads & transit)
  - Commercial design
  - Evolving demographics
  - Nature
  - Fiscal
  - Residential design
  - Neighborhoods

# Zoning Map



# Future Land Use 2006 Map



# Applicable to New Zoning Cases

Table 5-2  
Tiered System of Evaluation for New Developments Based on Location & Size

Characteristics	Small Tracts, Under 20 Acres		Medium Tracts, 20 to 30 Acres		Large Tracts, Over 30 Acres	
	Adjacent to Existing Development	Not Adjacent to Existing Development	Adjacent to Existing Development	Not Adjacent to Existing Development	Adjacent to Existing Development	Not Adjacent to Existing Development
Landscaped Entryway	+	+	+	+	+	+
Connected to the City Trail System	+	+	+	+	+	+
Internal Trails	O	O	+	+	+	+
A Minimum Range of Housing Types	O	+	+	+	+	+
A Minimum Amount of Workforce Housing			+	+	+	+
A Minimum Variety of Lot Sizes			O	+	+	+
All Housing Units Within 800 Feet of Open Space <sup>(1)</sup>	+	+	+	+	+	+
Neighborhood-Oriented Open Space	O	+	O	+	+	+
Provides Pedestrian and Street Connections to Adjacent Development (Existing or Future)	+	+	+	+	+	+
Integrated Street Design Concepts <sup>(2)</sup>	O	O	O	+	+	+
Protects Existing, Quality Natural Areas	+	+	+	+	+	+

Legend: + Required,  
Blank Not Required,  
O Optional, where possible, and may be required by the City

<sup>(1)</sup> This may not be feasible in neighborhoods with residential lots that are one-half acre or more in size, and therefore, such lots may be exempted from this characteristic.

<sup>(2)</sup> Includes elements such as cohesive lighting design, cohesive signage, brick pavers at intersections and pedestrian crossings, curvilinear streets, etc.



# Comprehensive & Environmental

Environmental



# Comprehensive & Environmental

What makes up Environmental?

- Green Building
- Stream restoration
- Ecological topics
- General environmental topics

# Comprehensive & Environmental

Why do we need to address?

- Quality of life
- Rapid rate of development
- Once opportunity lost, it is expensive and/or impossible to address later
- Holistic approach (interrelatedness)





# Comprehensive & Environmental

Special Projects



# Comprehensive & Environmental

What are some current examples of 'Special Projects'?

- Zoning Ordinance Update



# Comprehensive & Environmental

What are the benefits of these 'Special Projects'?

- Manage Growth
- Less environmental impact
- Better use of infrastructure
- Sustain property values
- Quality of life



# Comprehensive & Environmental

Any Questions?



# Development Services

## Zoning & Subdivision Division

# Zoning & Subdivision

## Division organization:

- 1 Administrative Assistant
- 1 Senior Administrative Assistant
- 3 Planning Technicians  
(1 position shared with CMO's office)
- 2 Landscape Architects
- 3 Planners
- 1 Senior Planner
- 1 Zoning & Subdivision Administrator

# Zoning & Subdivision

Responsibilities include:

- Reviewing plans for conformance to the City's Comprehensive Zoning Ordinance (CZO) and Subdivision Ordinance (SO)
- Coordinating the Development Review Committee Meeting with Engineering Services, Traffic, Parks & Recreation, Fire Department, Building Inspections, and Public Works
- First point-of-contact for potential developments
- Prepare staff reports to Planning & Zoning Commission regarding development plans and amendments to CZO and SO

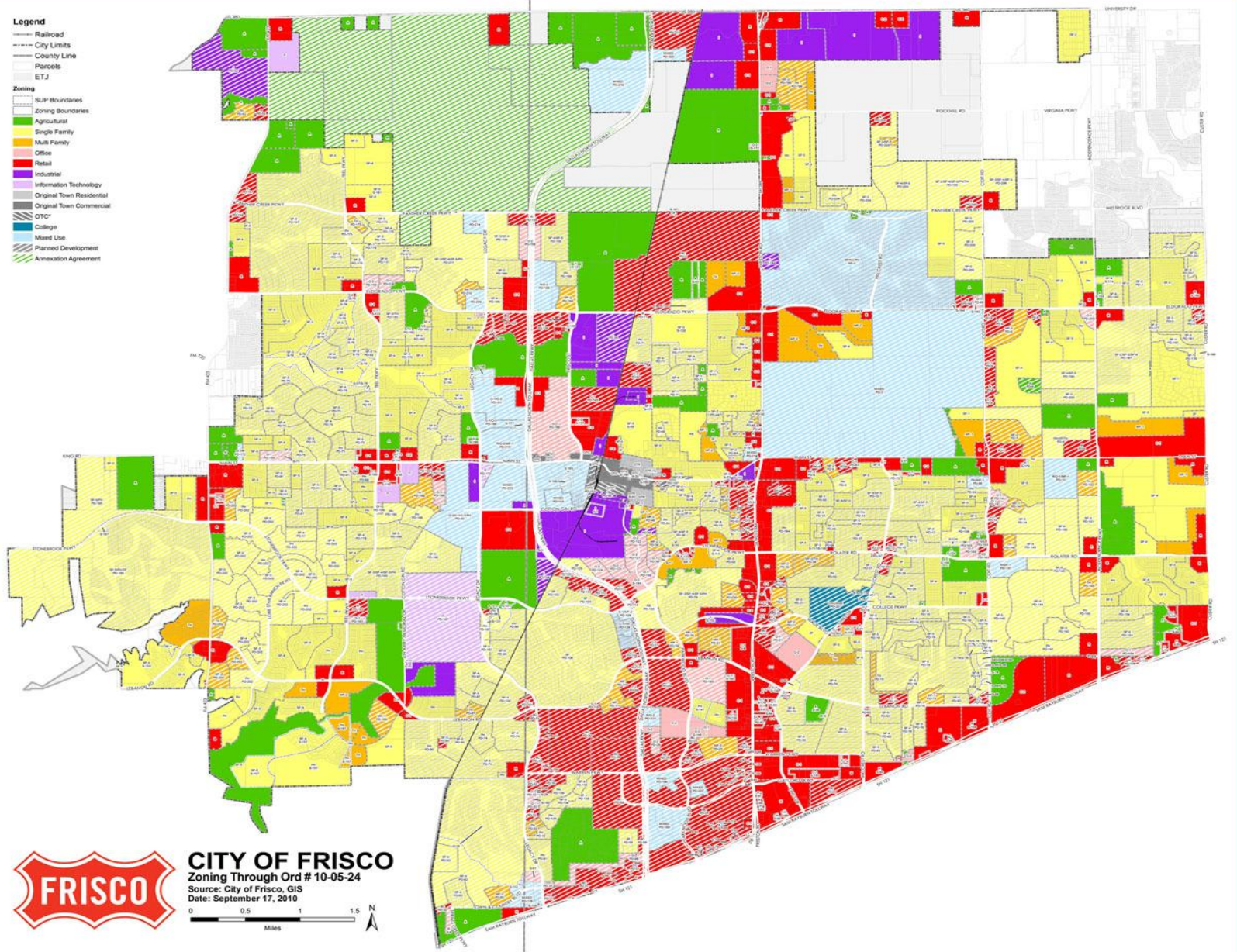
# Zoning & Subdivision

Comprehensive Zoning Ordinance establishes requirements for each district, such as:

- Allowable uses
- Development standards
  - Set backs
  - Lot size
  - Height
  - Landscaping
  - Parking
- Review and approval of development



- Legend**
- Railroad
  - City Limits
  - County Line
  - Parcels
  - ETJ
- Zoning**
- SJP Boundaries
  - Zoning Boundaries
  - Agricultural
  - Single Family
  - Multi Family
  - Office
  - Retail
  - Industrial
  - Information Technology
  - Original Town Residential
  - Original Town Commercial
  - OTC\*
  - College
  - Mixed Use
  - Planned Development
  - Annexation Agreement



# Zoning & Subdivision

Subdivision Ordinance establishes development standards for:

- Subdivision of property into lots and blocks
  - Access
  - Street extension
  - Lot orientation toward public parks
  - Major Creek Ordinance
  - Review and approval of plats
- Establishes standards for streets and utilities
- Provides means by which the City acquires land for parks and streets, and by which ISD's acquire land for schools

# Zoning & Subdivision

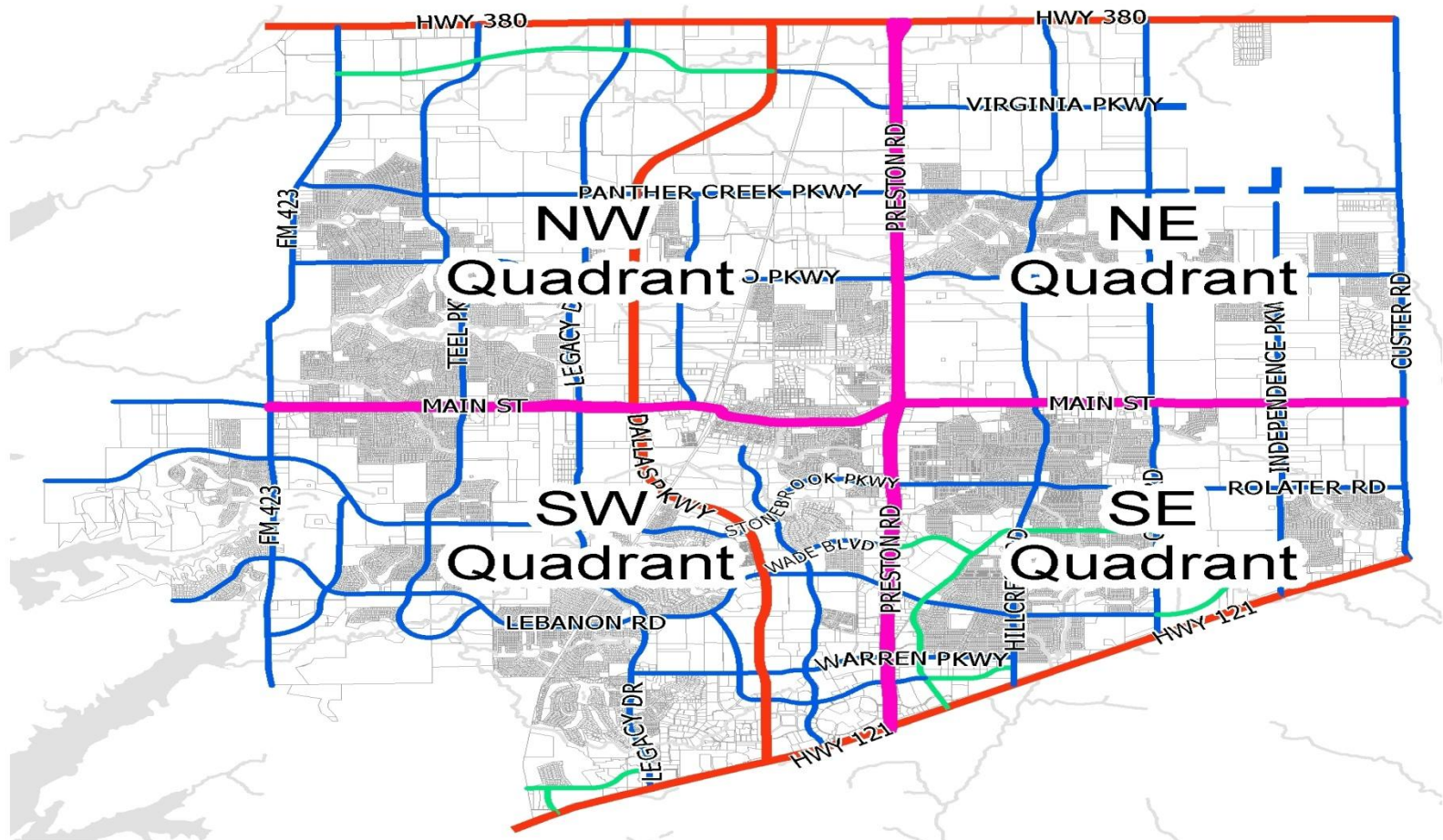
## Recent submittals

Submittal Summaries are posted monthly for all new zoning and development applications and their locations.

*To view Development Submittals and Submittal Maps, please visit the City's website at [www.friscotexas.gov](http://www.friscotexas.gov), select 'Departments', then scroll to the 'Development Services' main webpage. From the 'Development Services' main webpage, select 'Zoning & Subdivision' located on the left-hand page and slide and select 'Recent Submittals'.*



# Submittal Map Quadrants







# Zoning & Subdivision

## Planning & Zoning Commission

- Citizens appointed by the City Council
- Recommendation body for legislative items, such as zoning changes specific use permits, and amendments to the CZO and SO
- Approval of administrative items, such as plats and site plans
- Administrative approvals may be appealed to the City Council by:
  - Applicant
  - Four (4) members of City Council
  - Director of Development Services
  - Simple majority by City Council to approve administrative items



# Zoning & Subdivision

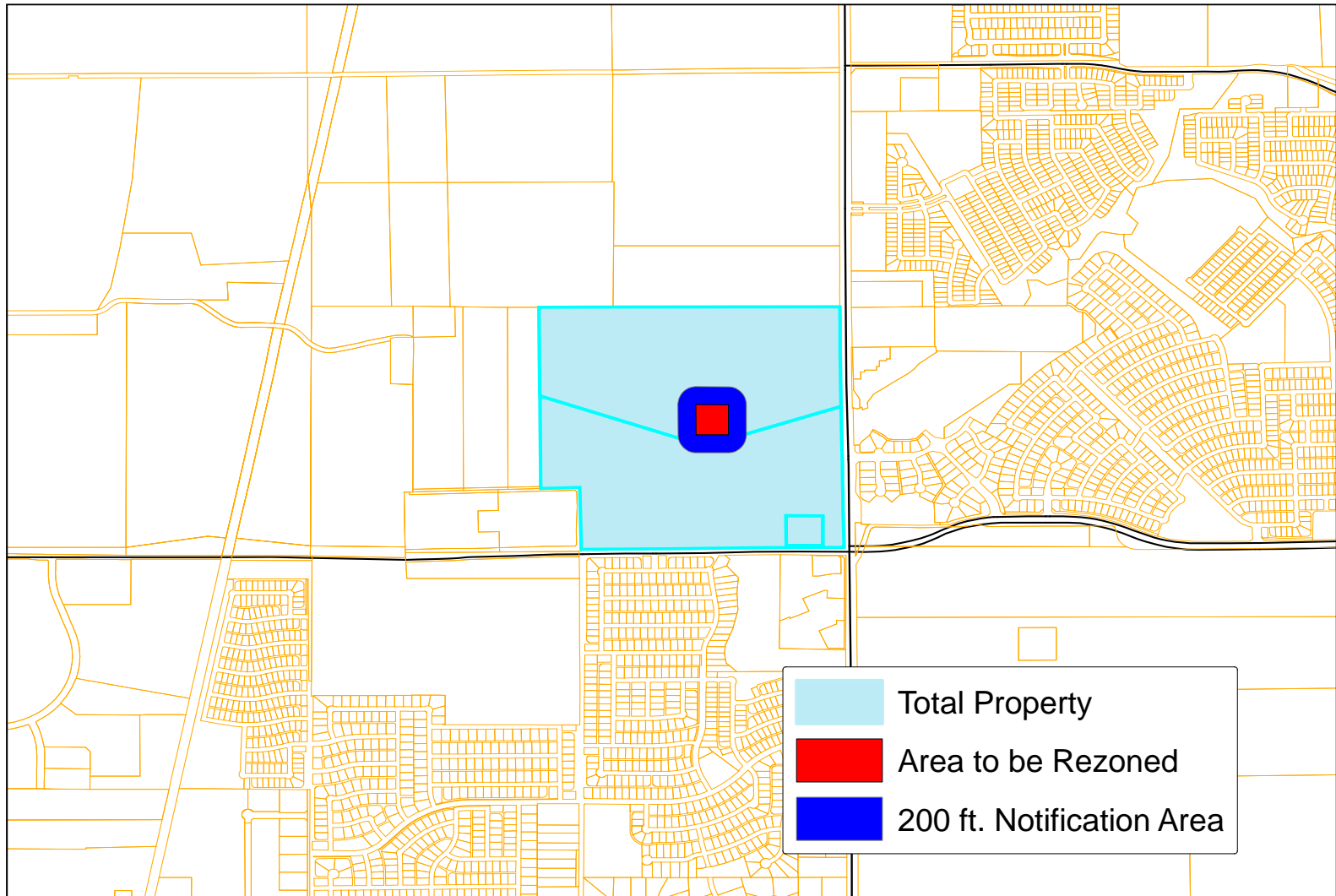
## Zoning Change Notification

Notification required for property owners within 200 feet of boundary area to be rezoned.



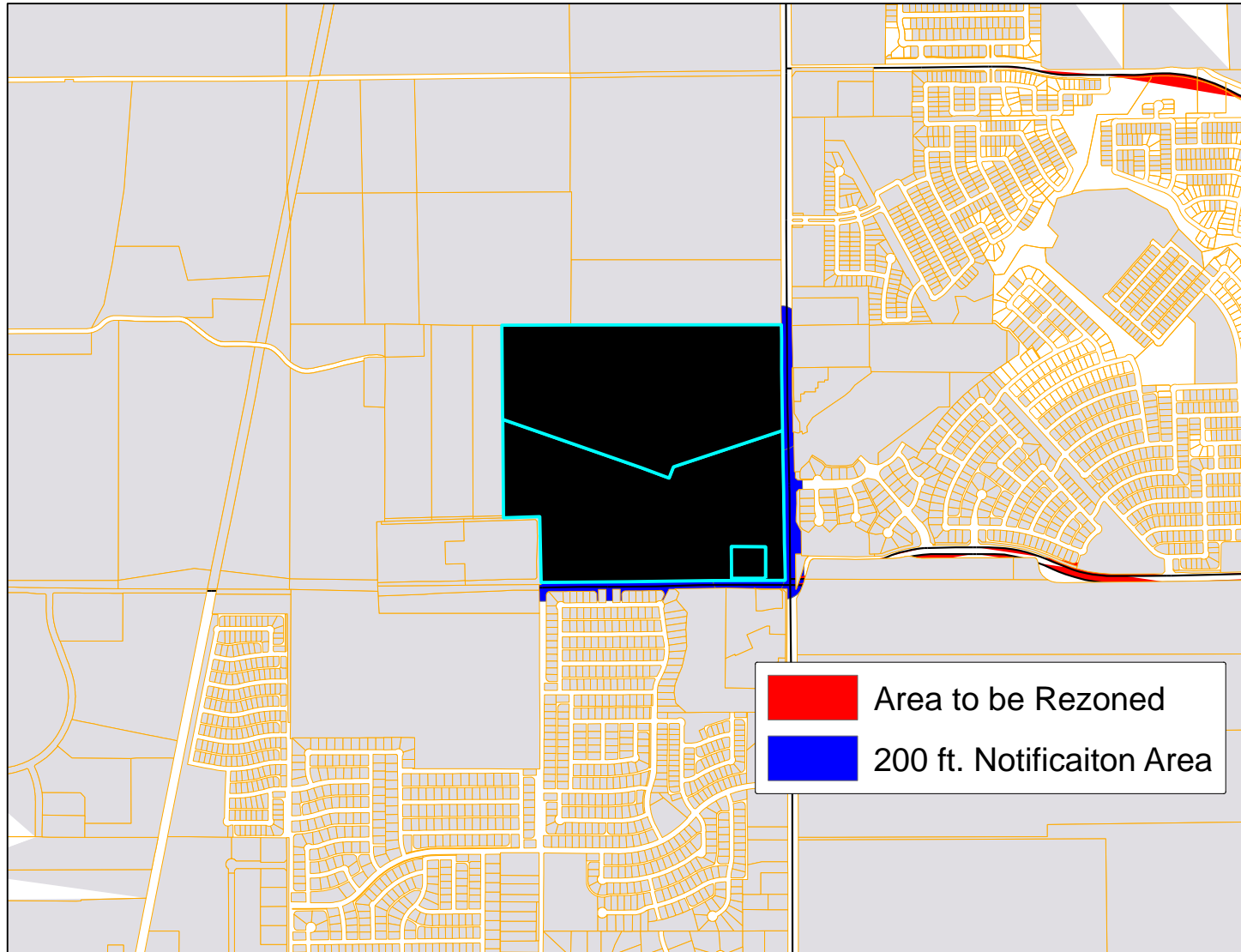
## Example 1

Regardless of the total property owned, only the portion that is being considered for rezoning is considered when sending notification to property owners within 200 feet of the zoning request.



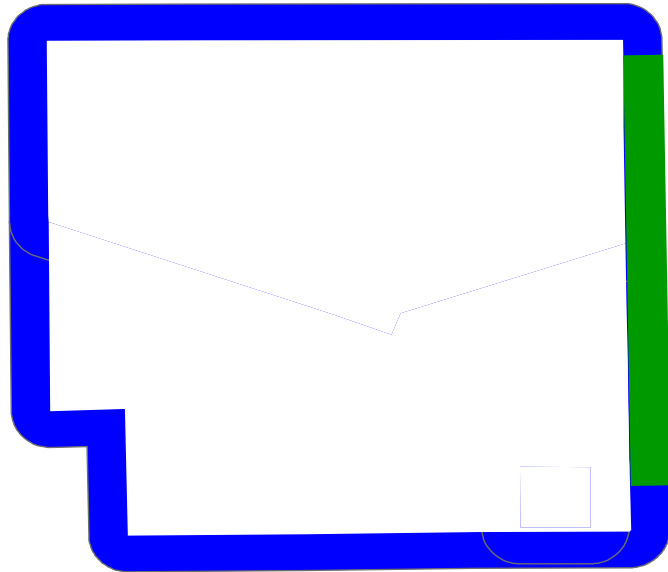
## Example 2

If the entire property is being considered for rezoning then the 200 foot notification area is applied to the total property.



## Opposition Requirements

In order for the opposed property owners to trigger a 3/4<sup>th</sup> vote by City Council to approve the re-zoning, those opposed must own at least 20% of the property/land area within the 200 feet notification area. Ownership is based on the last City Council approved tax roll. The 3/4 vote applies only to City Council and not to the Planning & Zoning Commission.

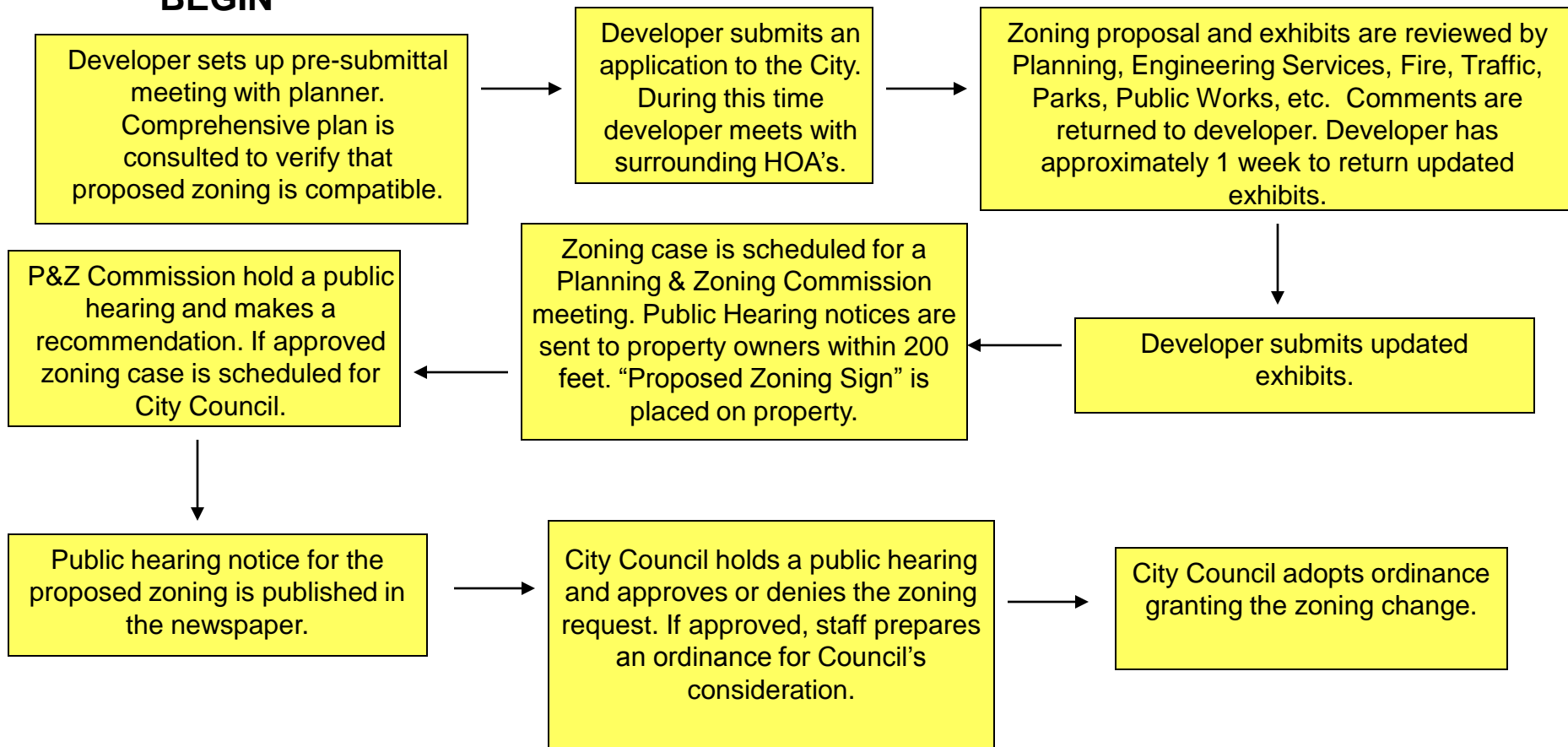


20% Opposed



# ZONING PROCESS

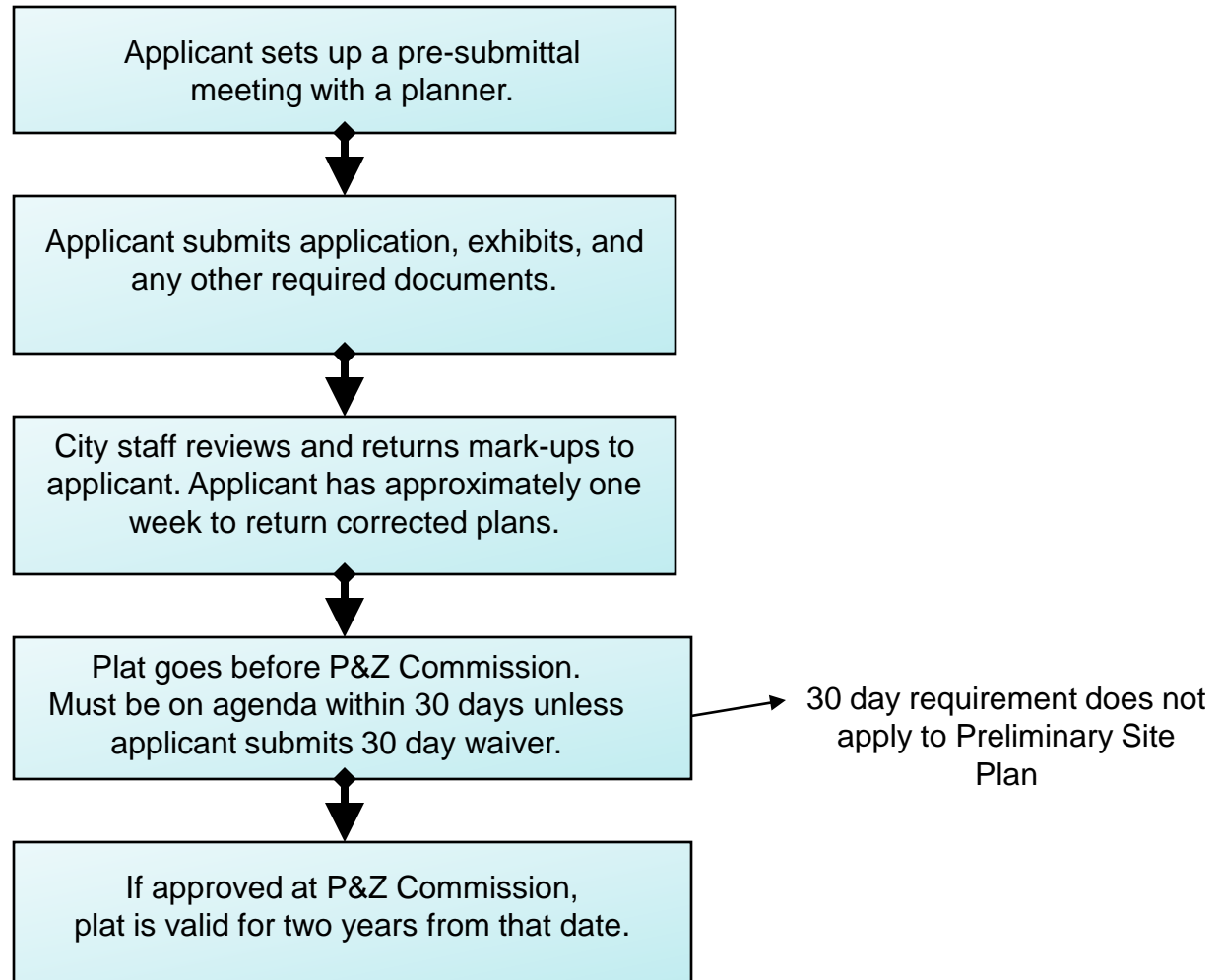
## BEGIN



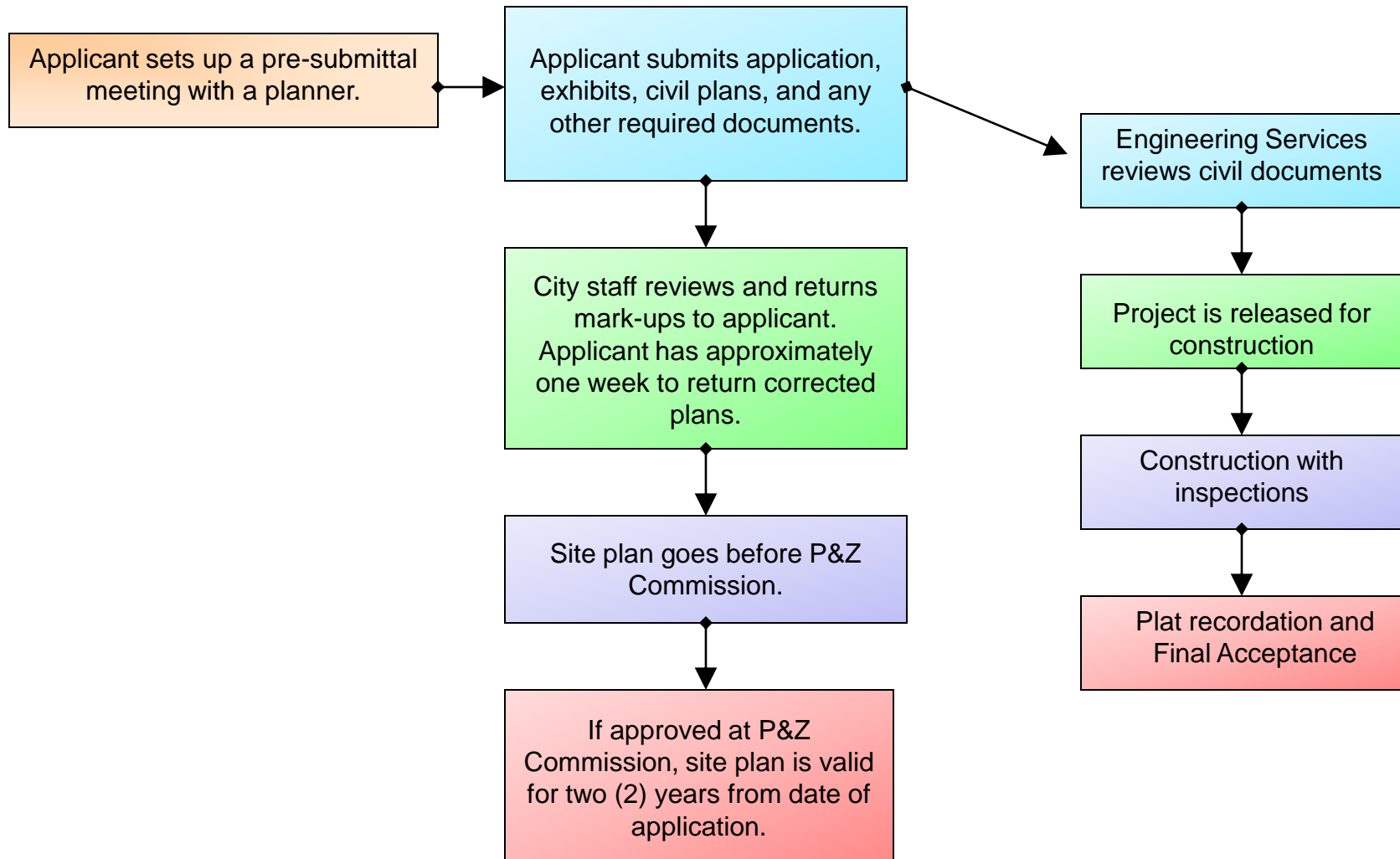


PROGRESS IN MOTION

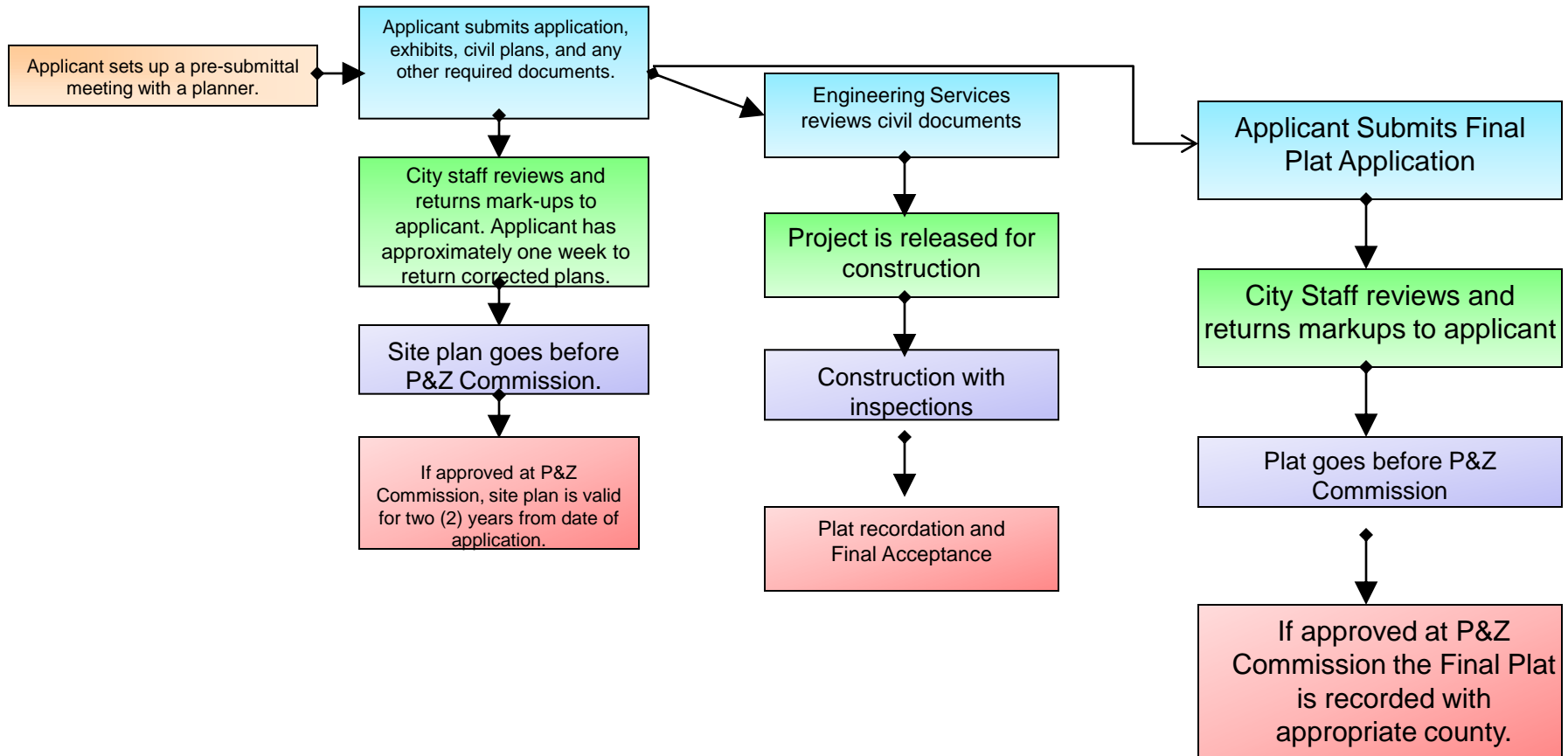
# PRELIMINARY PLAT AND PRELIMINARY SITE PLAN PROCESS



# FINAL PLAT AND SITE PLAN PROCESS



# FINAL PLAT AND SITE PLAN PROCESS

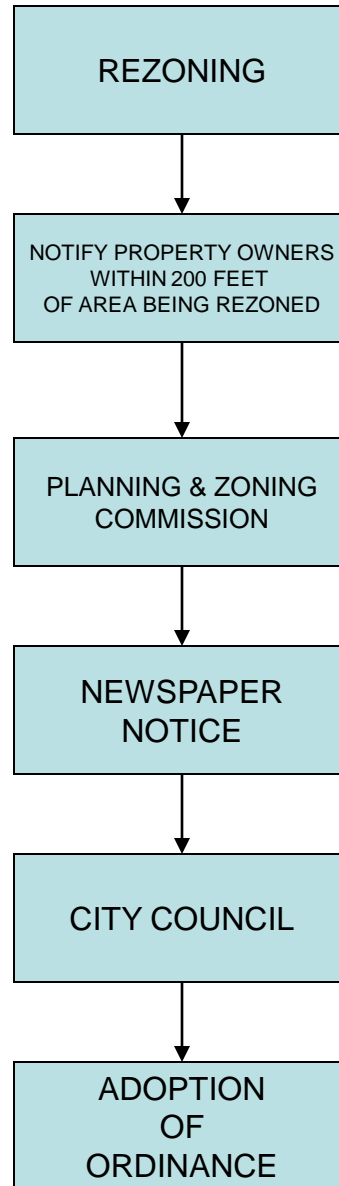
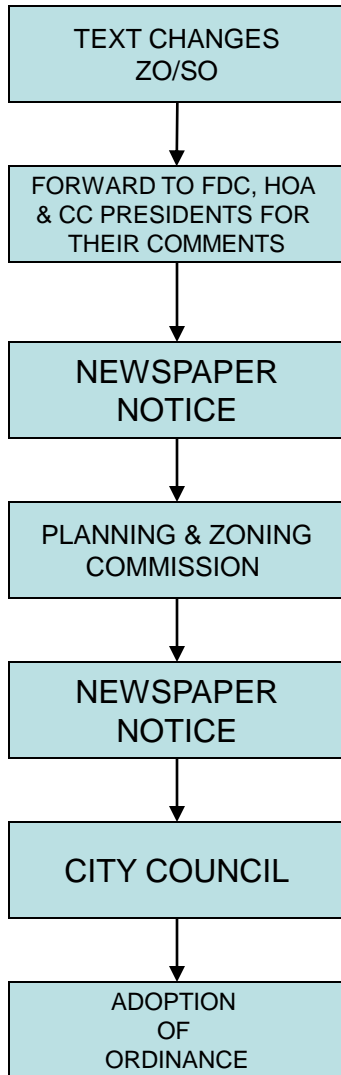


# FINAL PLAT AND SITE PLAN PROCESS





# PUBLIC HEARING PROCESS



## Legend

FDC = Frisco Developers Council  
 HOA = Home Owners Association  
 CC = Chamber of Commerce  
 ZO = Zoning Ordinance  
 SO = Subdivision Ordinance

Cases denied by the Planning & Zoning Commission may be appealed to City Council. A  $\frac{3}{4}$  majority of the City Council Or 4 members of the council whichever is greater is required to overturn the Planning & Zoning Commission's denial on zoning cases.



# Zoning & Subdivision

Any Questions?



# Development Services

## Building Inspections Division



# Building Inspections

Division organization:

- 3 Customer Service Representatives (1 position frozen)
- 4 Permit Technicians (2 positions frozen)
- 5 Plan Reviewers
- 20 Building Inspectors (5 positions frozen)
- 3 Chief Building Inspectors
- 1 Registered Sanitarian
- 4 Health Inspectors
- 1 Administrative Assistant
- 1 Assistant Building Official
- 1 Chief Building Official



# Building Inspections

## Responsibilities:

Enforcement of codes and ordinances  
pertaining to construction and land use



# Building Inspections

## 2006 International Building Code

**Section 101.2 Scope.** The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.



# Building Inspections

## 2006 International Building Code

The intent of the code is to safeguard the public health, safety and general welfare.



# Building Inspections

## 2006 International Building Code

Establishes minimum standards for:

- Structural strength,
- Means of egress facilities
- Sanitation, adequate light and ventilation
- Energy conservation
- Safety to life and property from fire and other hazards
- Provide safety to fire fighters and emergency responders during emergency operations.





# Building Inspections

2006 International Residential Code

1 & 2-Family Dwellings  
Townhomes



# Building Inspections

- 2006 International Plumbing Code
- 2006 International Mechanical Code
- 2006 International Fuel Gas Code
- 2006 Energy Code
- 2006 Fire Code
- 2005 National Electrical Code



# Building Inspections

## Reference Standards

- UL (Underwriters Laboratories)
- ASHRAE (American Society of Heating, Refrigeration, & Air conditioning Engineers)
- NFPA (National Fire Protection Association)
- State & Federal Regulations
- Accessibility
- Contractor Licensing



# Building Inspections

Other local ordinances:

- Zoning
- Sign
- Erosion Control
- Seasonal Sales
- Health & Food Safety



# Building Inspections

## Customer Service Representatives

- 1<sup>st</sup> point-of-contact
- Issue permits
- Accept permit submittals
- Maintain contractor registrations



# Building Inspections

## Permit Technicians

- Verify documentation and enter data for all building plans and related permit submittals
- Assign addresses to new subdivisions
- Maintain data for reports
- Review & approve permits for:
  - Accessory buildings
  - Signs
  - Fences / Retaining walls
  - Seasonal sales



# Building Inspections

## Plan Reviewers

- Review plans for new construction (*residential & commercial*) projects, additions, and alterations
- Pre-design meetings with Engineers and Architects for coordination on larger projects
- Provide code interpretations

# Building Inspections

## Building Inspectors

- Perform field inspections of construction for compliance with plans
- Provide code interpretation & education to field personnel
- Enforce ordinance regarding construction site trash/debris and erosion control





# Residential Inspections

- Temporary Power Pole (T-Pole)
- Plumbing Rough-In
- Foundation (Slab)
- Sewer Camera
- Sidewalk and Driveway Approach (Flat)
- Plumbing Top-Out
- Electrical Rough & Mechanical Rough
- Framing
- Insulation
- Drywall
- Masonry
- Plumbing Final
- Electrical Final
- Certificate of Occupancy (CO)

# Temporary Power Pole (T-Pole)

- Trades need a place to plug in their extension cords to operate tools





# Plumbing Rough-In (PR)





# Foundation (Slab)



# Sewer Camera

- Public Works performs a sewer camera inspection after foundation inspection
- A camera is run through the sewer to check for damage

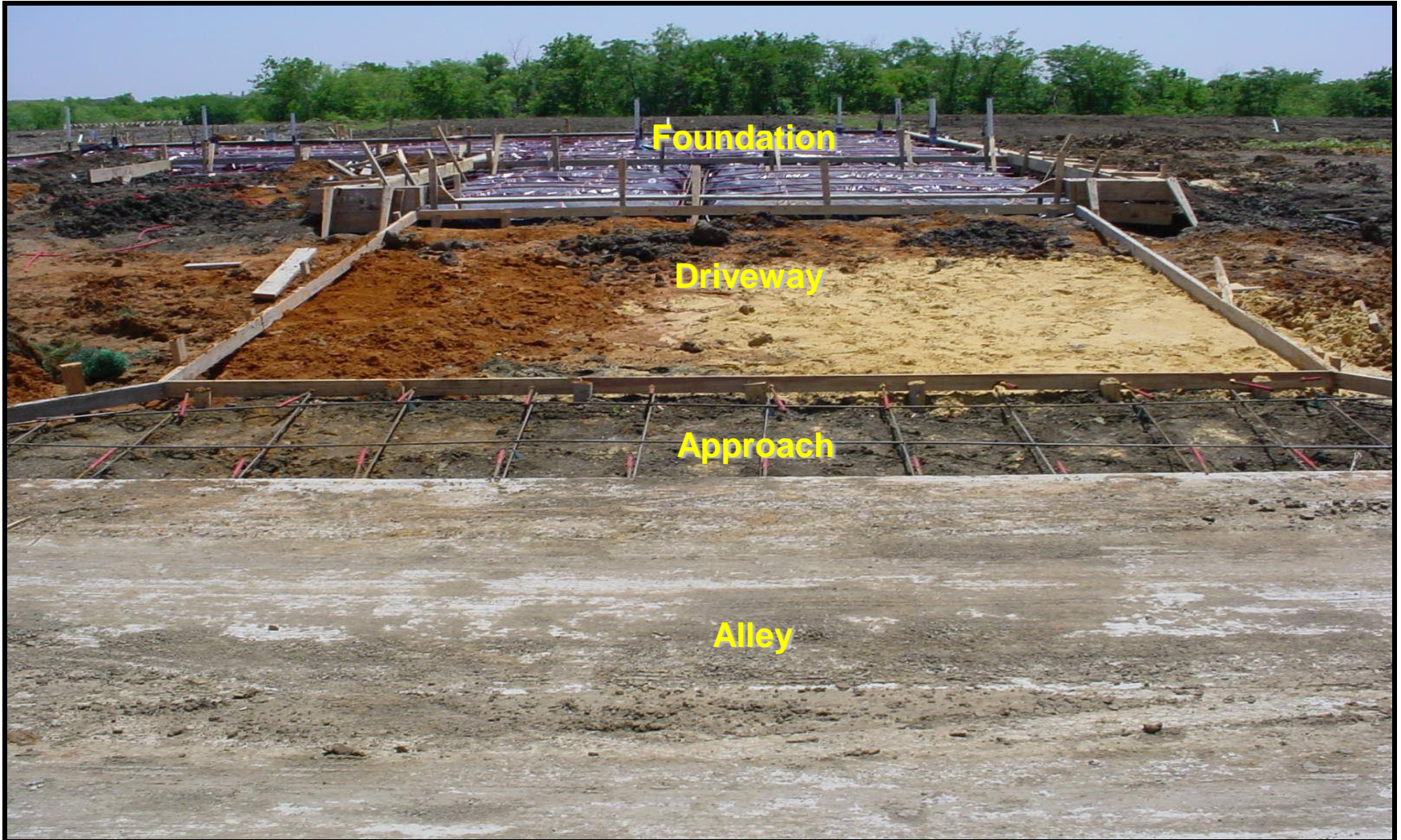


# Flatwork Inspection



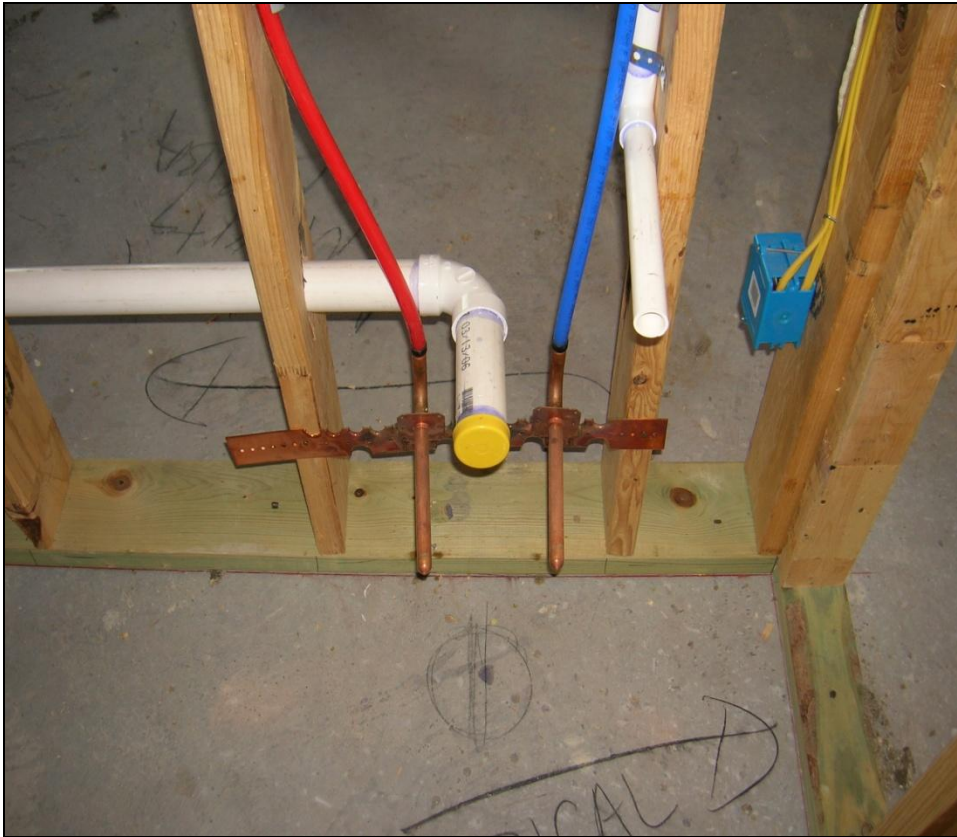


# Approach (Flat)



## Plumbing Top Out

- Tests are performed on drain, water and gas systems



**Bathtub Drain**



## Second Inspection

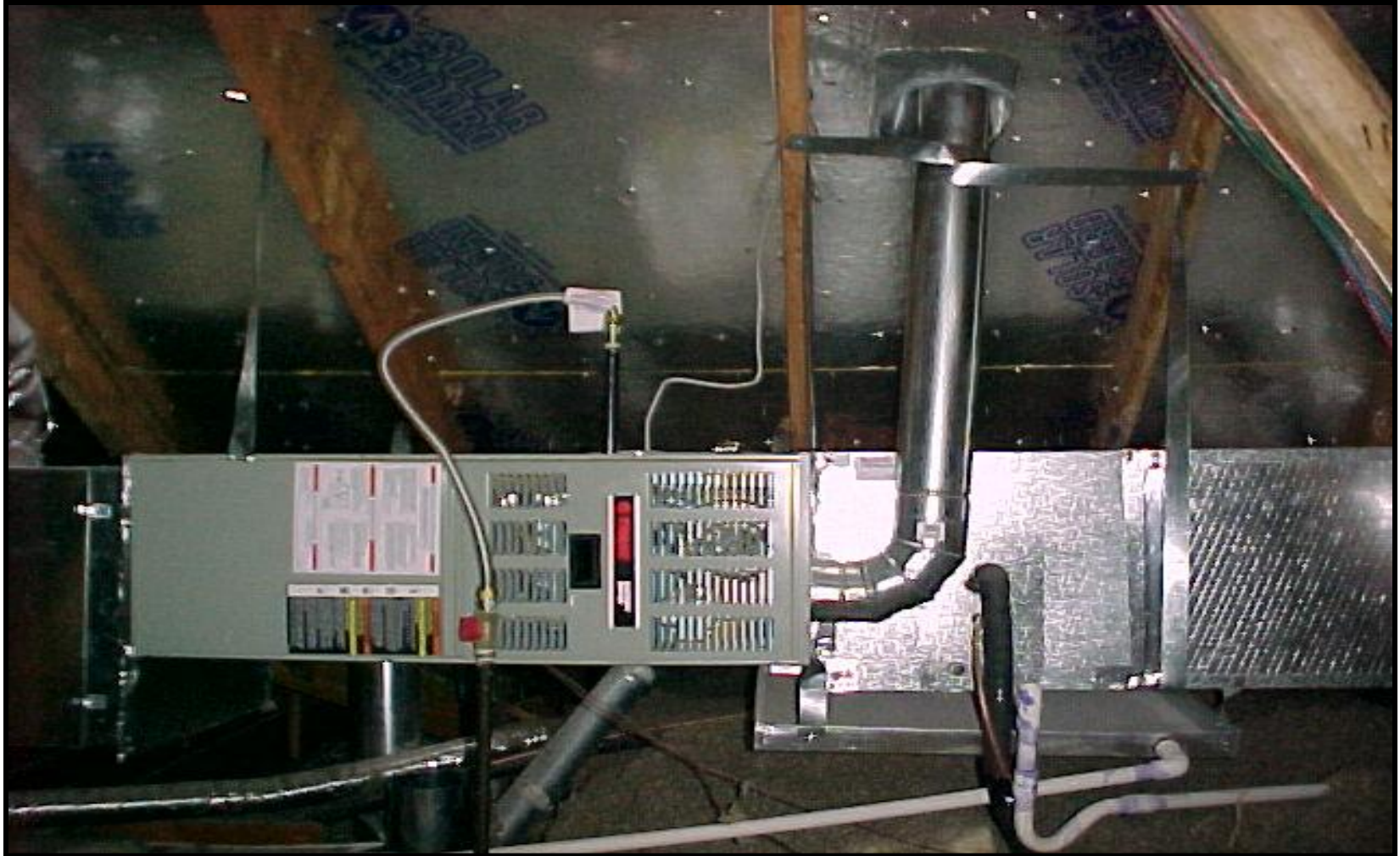
- Framing
- Electrical Rough
- Mechanical Rough
- Fence to contain blowing debris, trash bin and erosion control installed



# Electrical Rough



# Mechanical Rough





# Framing



# Insulation





# Drywall

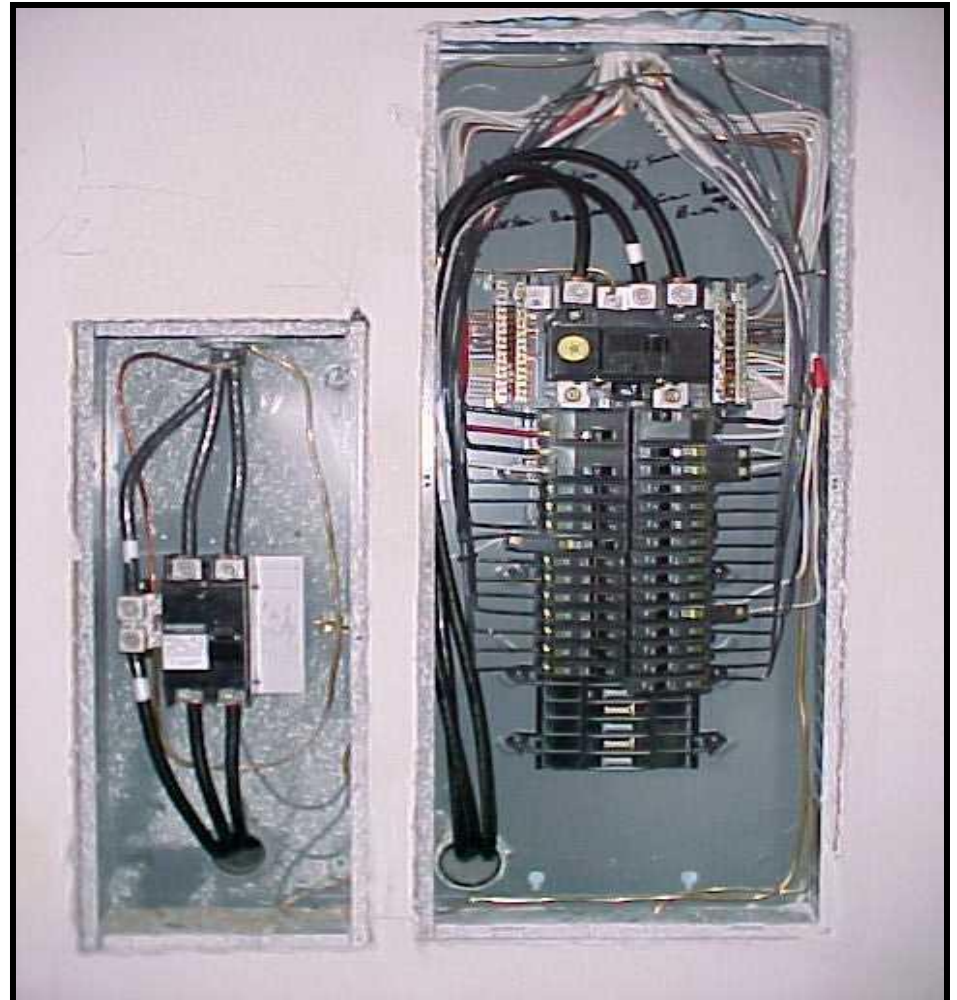


Opening for Master Bathtub

- Check nailing
- Moisture resistant in wet areas
- 1-hour fire rating under stairs and between garage and living area

# Electrical Final

- Ensure all outlets and switches have covers
- Check breaker types and sizes
- Release electric meter



## Plumbing Final

- All faucets and fixtures are properly installed
- Gas appliances
- Release gas meter





# Certificate of Occupancy (CO)

- House is ready to be occupied



# Building Inspections

## Health & Food Safety Inspectors:

- Perform inspections at food service establishments
- Plan review of new food establishments & pools
- Issue operational permits for semi-public and public pools & perform inspections for compliance with Texas Department of State Health Services requirements
- Monitor for mosquitoes & other potential health hazards
- Enforce smoking ordinance

# Building Inspections

## Board of Adjustment/Construction Board of Appeals

- Citizens appointed by City Council
- Quasi-judicial board
- Approval of variances
- Appeals of staff interpretations



# Building Inspections

## Board of Adjustment / Construction Board of Appeals

- Board bound by criteria for considering variances
  - Request does not violate the intent of the ordinance
  - Physical hardship, such as unique shape or topography of the property
  - Hardship not self created
- Variances are not granted for economic or self-imposed hardships



# Building Inspections

## Board of Adjustment / Construction Board of Appeal

- Approval of a variance requires the affirmative vote of four of the five voting Board Members
- Board decisions are appealed to District Court



# Building Inspections

What is a '*setback*'?

The minimum distance a structure may be placed from each of the property lines, may be referred to as setbacks or building lines.

Setbacks or building lines are established by Ordinance.



# Area Regulations of Residential Districts

## **Setbacks and area requirements ensure:**

- Dwelling and property maintenance access by owners
- Proper drainage flow to alleviate flooding and/or standing water
- Adequate ventilation, light and separation between structures
- Easement access to above and underground utilities,
  - including meters, pedestals, transformers, etc.
- Emergency access for resident safety



# Area Regulations of Residential Districts

## Front Setback

Street

Front Yard

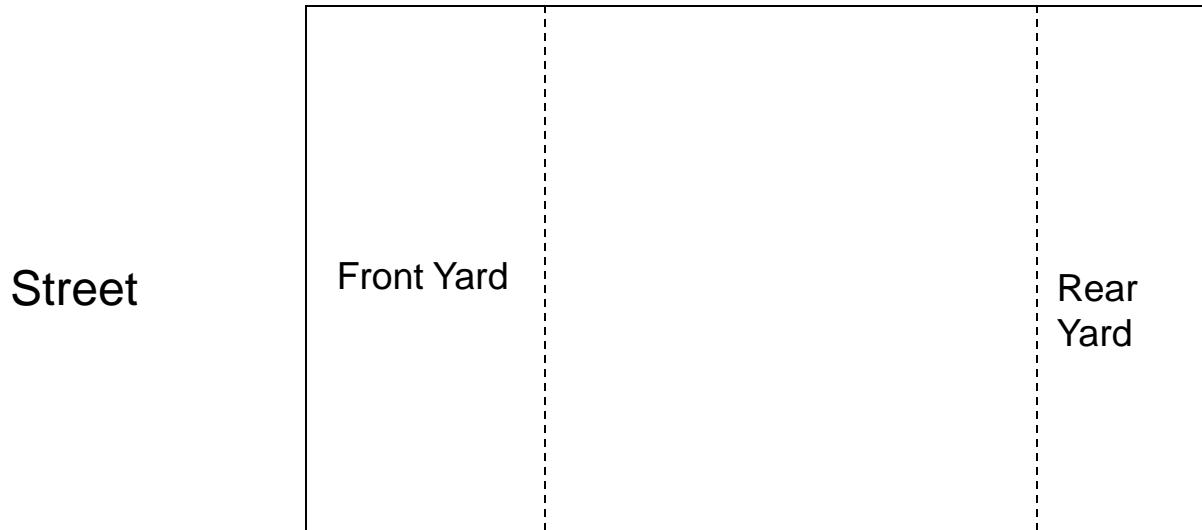
A diagram of a rectangular residential lot. A vertical dashed line runs from the top to the bottom of the lot, dividing it into two sections. The left section is labeled "Front Yard". To the left of the lot, the word "Street" is written, indicating the front boundary of the property.





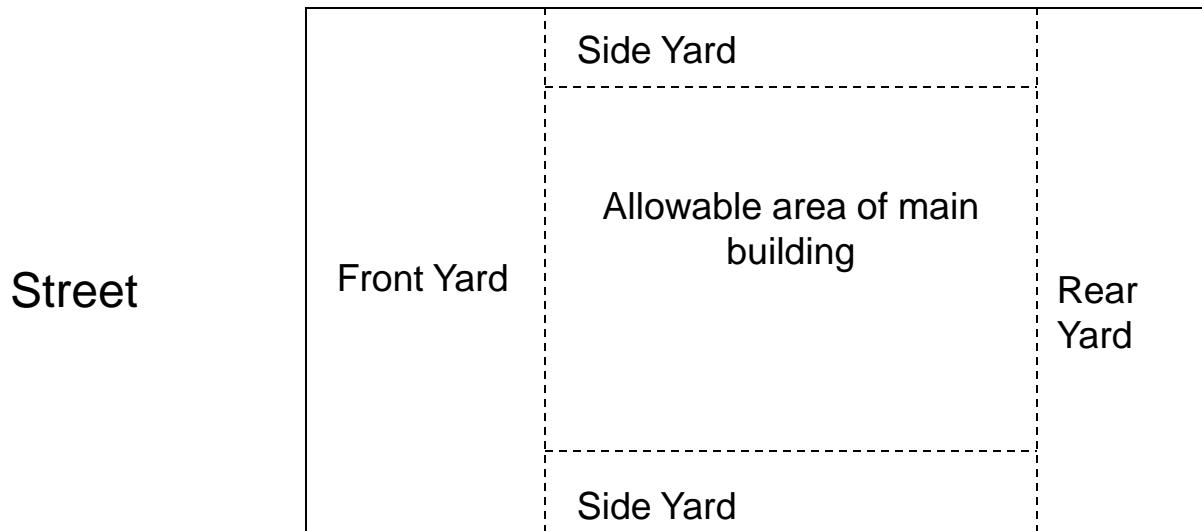
# Area Regulations of Residential Districts

## Rear Setback



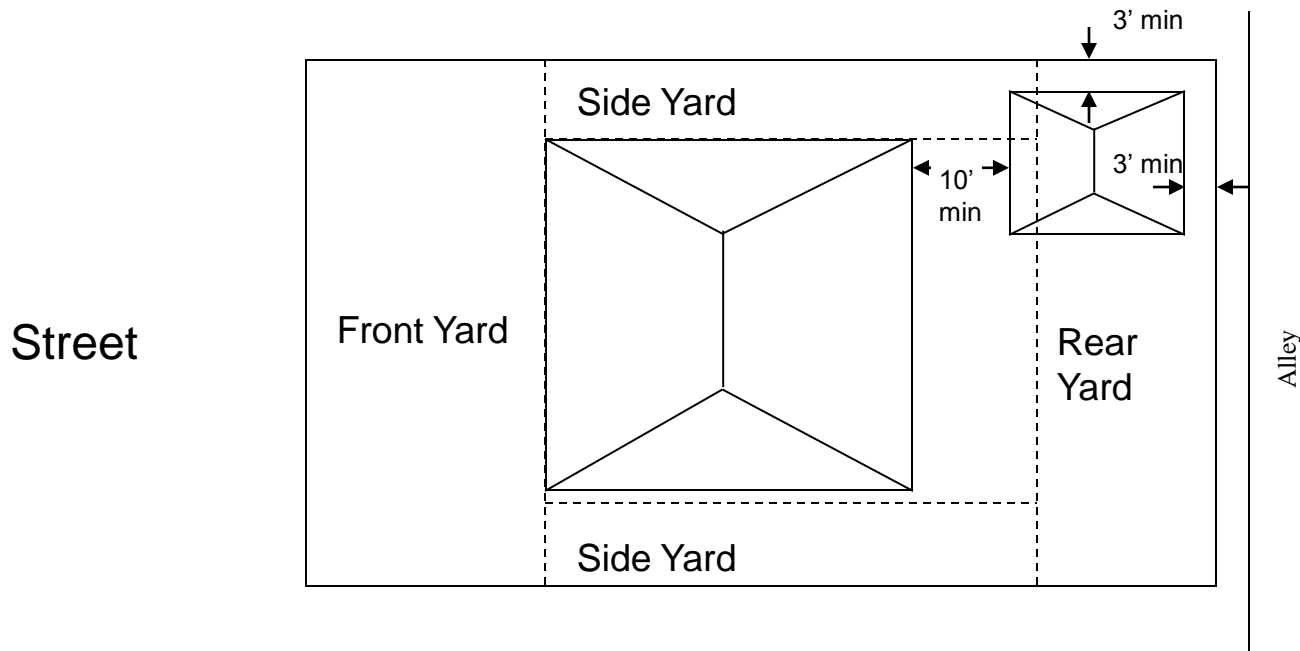
# Area Regulations of Residential Districts

## Side Setback



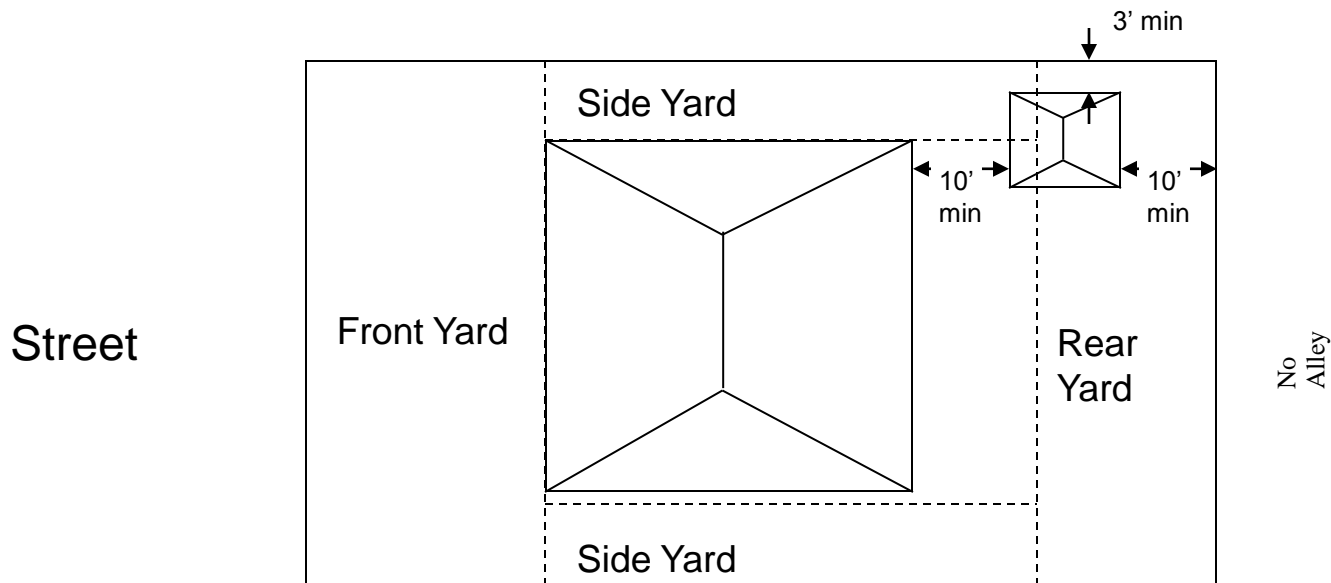
# Area Regulations of Residential Districts

- **Allowed Encroachments into Side and Rear Setbacks**
  - Accessory building  $\geq 10'$  from main building, may be located no closer than 3' to side and rear yard property lines when alley is present. Fence must also be constructed to same height.



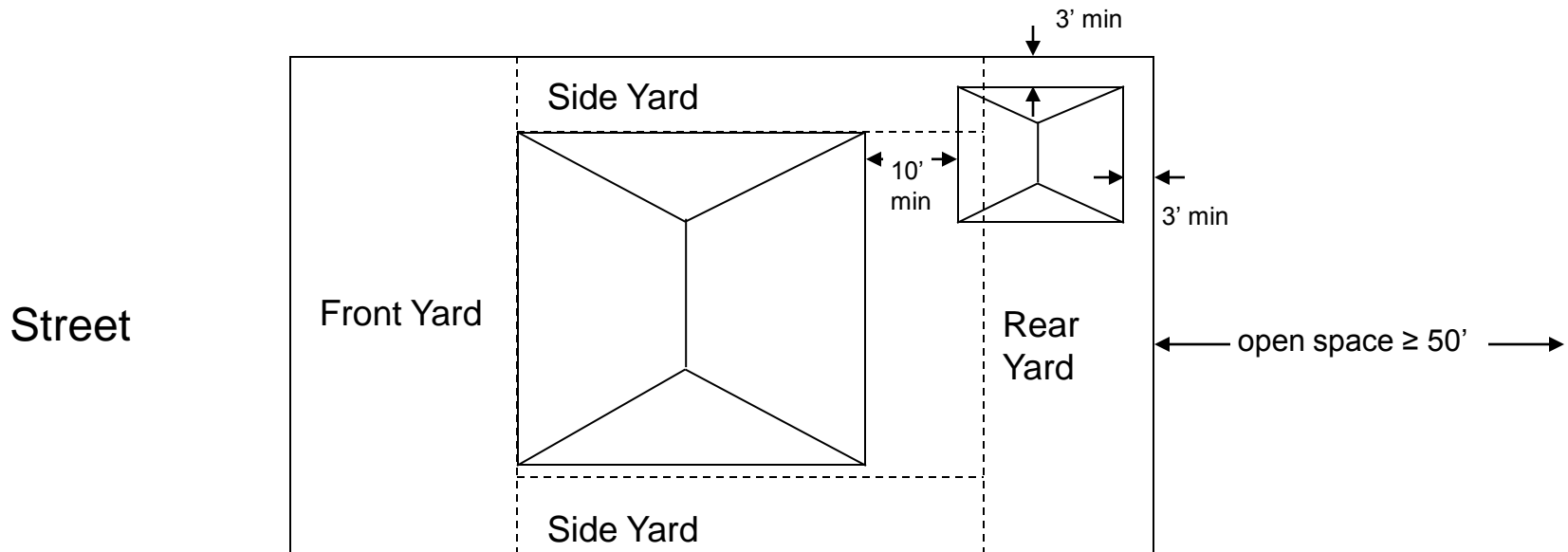
# Area Regulations of Residential Districts

- **Allowed Rear Setbacks Encroachment-** Accessory building  $\geq 10'$  from main building, may be located no closer than 10' to the rear yard property line when alley is not present.



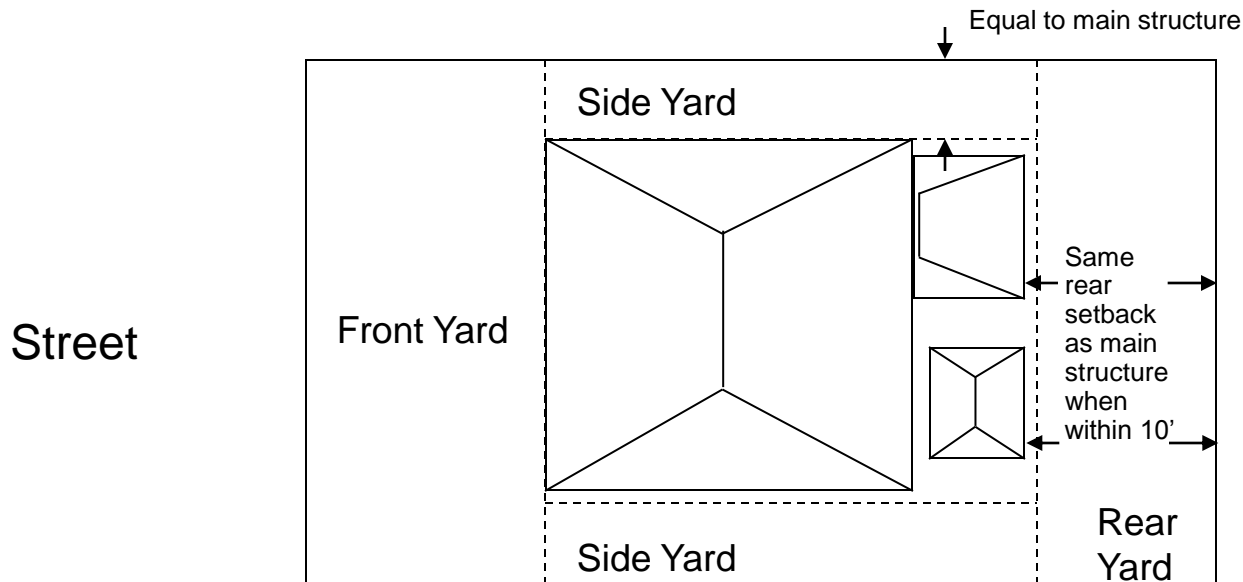
# Area Regulations of Residential Districts

- **Allowed Rear Setback Encroachment-** Accessory building  $\geq 10'$  from main building, may be located no closer than 3' to the rear yard property line when an open space  $\geq 50'$  is present.



# Area Regulations of Residential Districts

- **Allowed Side and Rear Setback Encroachments—**Accessory building located  $<10'$  from main structure shall have the same setback requirements of the main structure.





# Building Inspections

## Deed Restrictive Covenants

Many subdivisions have private covenants that may require more stringent building requirements to be reviewed by an architectural committee.

The City does not regulate or enforce civil agreements between residents and homeowner's associations.



# Building Inspections

Any Questions?





# Development Services

Code Enforcement / Animal Control  
Division



# Code Enforcement / Animal Control

## Division organization

- 3 Code Enforcement Officers
- 3 Animal Control Officers
- 1 Animal Control Supervisor
- 1 Code Enforcement Supervisor
- 1 Neighborhood Services Coordinator
- 1 Administrator



# Code Enforcement

Protect the public's health, safety and welfare, including property values. Together we can keep the community clean, safe and aesthetically attractive.

# Code Enforcement

Code Enforcement receives reports of:

- Tall vegetation / grass (over 12 inches)
- Debris or other litter nuisances
- Substandard or dangerous structures
- Dilapidated fences, arbors & accessory structures
- Home-based business concerns
- Unsecured swimming pools
- Illegal sign placement
- Zoning violations

# Code Enforcement

Tall vegetation / grass (over 12")



# Code Enforcement

## Debris or other nuisances





# Code Enforcement

## Substandard or dangerous structures





# Code Enforcement

## Fences, arbors, structures

- Dilapidated, weak, missing pickets, may fall or cause damage
- Compromise vision (visibility, access and maintenance requirements)
- Construction without issuance of a building permit
- Other structural integrity concerns



# Code Enforcement

## Home-based business concerns

- Signage advertising business on property
- Exterior storage of materials
- Repairs vehicles or appliances of others
- Does not meet other requirements of Home Occupation Ordinance



# Code Enforcement

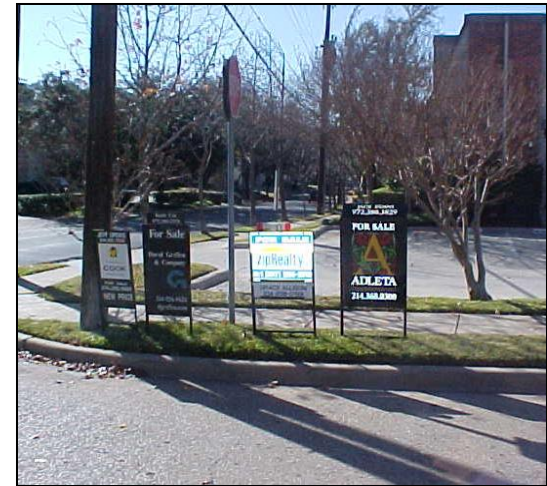
## Private residences with swimming pools

- Lacks required pool barrier (fence/gate)
- Stagnant water / odor
- Requires maintenance or repair
- Other private pool-related concerns



# Code Enforcement

## Illegal sign placement



To report illegal sign placement, please contact non-emergency Police Dispatch at (972) 292-6010. *(A violator's license plate number and vehicle description is helpful.)*



# Code Enforcement

Illegal dumping nuisance abatement  
after violators have left scene.





# Code Enforcement

## Other reports:

- Tree limbs / bushes and shrubs compromising a traveled way
- Agricultural-zoned properties or properties used for purpose of planting crops (federally exemption)
- Federal or State-owned properties exempt (i.e., post offices, government agencies)

# Code Enforcement

## Other reports (*continued*):

- Litter or debris not properly disposed
- Construction or landscape materials
- Appliances
- Other unsightly or unsanitary nuisances







# Code Enforcement

Substandard and dangerous structures:

- Occupied – lacks water and electricity
- Abandoned or open wells
- Unsecured buildings that are an attractive nuisance for children, pets or transients
- Other structures that may collapse, not fit for habitation / rehabilitation or may require securing



# Code Enforcement

Signage allowed on public property / right-of-way:

- Government awareness signs (burn bans, water restrictions, other similar information)
- Kiosk signs (with permission)
- Traffic control signs (stop, speed limit, etc.)
- Other approved signage by ordinance



# Code Enforcement

Signage allowed on private property:

- Political signs
- Monumentation & subdivision identity signs
- Government event signs (with permission)
- Residential real estate & garage sale signs (private residential property with owner's permission)
- Other signage defined in the Sign Ordinance



# Code Enforcement

Reporting complaints or concerns:

- Anonymous (*subject to Public Information Request*)
- Contact property management company for HOA
- Contact Code Enforcement
- Include address or location
- Explain violation or concern for investigation



# Code Enforcement

## Voluntary Compliance

Code Enforcement's objective is voluntary compliance from owners who have violations at their property. At times, people have hardships. This may require assistance from community groups, religious organizations, or local businesses. As a last effort, citations will be issued to gain compliance.



# Code Enforcement

Any questions?



# Development Services

Animal Control Services





# Animal Control

## Schedule (Office Hours & Patrol Hours)

- City limits only
- Office hours = M-F, 8am-5pm (excluding holidays)
- Patrol hours = S-S, 7am-7pm (excluding holidays)
- Non-emergency – Dispatch (972) 292-6010
- Life/Safety Emergencies- 911

# Animal Control

Office Hours (8am – 5pm)

- General inquiries & information
- Rabies vaccination requirements
- Animal ownership limitations
- Animal Control Ordinance requests
- Report an animal-related concern
- Report a lost or found animal



# Animal Control

## Trap and Referral Assistance:

- Feral cats
- Small, common nuisance wildlife such as rabbits, skunks, opossums & raccoons
- Stray domestic dogs & cats
- Does not include bobcats, coyotes, beavers, nutria & other wildlife (Texas Parks & Wildlife or private trappers may assist property owners with the removal or relocation)



# Animal Control

## Animal Control Emergencies:

- Bites (*animal-to-human ONLY*)
- ‘High risk animal’ or snake inside a living area (does not include inside of garage or yard)
- Pet exposure to ‘high risk animal’
- Injured/sick animal ‘in sight’ until Animal Control arrives
- Police or Fire assist to contain pet animals
- Livestock ‘at-large’ within City limits, when Police need assistance





# Animal Control

## High Risk Animals - **STAY AWAY!**

- Bat
- Coyote
- Fox
- Raccoon
- Skunk

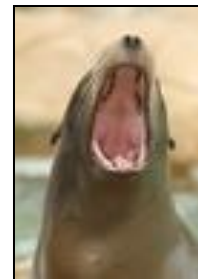


**Rabies is a deadly disease  
caused by a virus that attacks  
the nervous system**

# Animal Control

## Animal Nuisances:

- Improper disposal of animal wastes (odors)
- Animals 'at large' / roaming (no restraint device)
- Noise disturbances (frequent, excessive or long continuous barking, howling, crying, meowing, or other noise that interferes with public peace & comfort— Police Department (972) 292-6010



# Animal Control

## WILDLIFE

We have a lot of lot of wildlife that lives in the Frisco area.

There is a link to a web video on our website.



This Bobcat was photographed in the Frisco Starwood community.





# Animal Control



Frisco's Animal Shelter Agent:  
Collin County Animal Services (CCAS)  
I-75, North of US380  
4750 Community Drive  
McKinney, TX 75071  
(Main) 972-547-7292  
(Facsimile) 972-547-7290  
Shelter Hours: *Please call for shelter hours*





# Animal Control

Any Questions?